

Office of Strategic Analysis and Communications

Contract Work Order

National Aeronautics and
Space Administration



Contract No:

To Be Completed by Contractor Contract Specialist

Work Order No:

Accepted:

Charge No:

Disapproved:

Reviewed by:

Reason for Disapproval:

To Be Completed by Requestor

Title:

Request Date:

Required Date:

Requested by:

Phone Number:

Organization Code:

Center Event (check one) ☐ Yes ☐ No

Public Exhibits Activity (check one) ☐ Yes ☐ No

Organization Charged:

Personnel Assigned:

Cost Involved (check one) ☐ Yes ☐ No

Synopsis of Work: (Name of event/work, dates of event/work, generic description, total cost)

Detailed Description of Work: (Event/work details, itemized cost, and other detailed information as required. Attachments may be added.)

IMPORTANT: The Contractor shall proceed promptly with the performance of executed work request issued by the Technical Monitor within contract authority. It is the Government's position that the work called out is within the current contract mission. If, in the Contractor's opinion, the work is either not covered by the current contract mission, or is outside the contract mission altogether, the Contractor shall not proceed but shall notify the Contracting Officer in writing within 5 working days.

Approval Level	Name/Attached Concurrence	Date Approved	Phone Number	Org. Code
Customer Service Rep.				
Technical Monitor				

EVALUATION

EVALUATION – Upon conclusion of this work, the Technical Monitor will complete the following evaluation with comments and sign below to acknowledge the completion of the assignment and to provide an evaluation of the work performed.

Evaluation Categories:	Ratings:	Rating Legend:
Timeliness (work accomplished per timeframe established)		5 - Outstanding
Quality of Work (work accomplished in a skillful, workmanlike manner)		4 - Excellent
Planning (work accomplished in the least disruptive manner)		3 - Good
Coordination and Submittals (documentation is comprehensive and timely)		2 - Satisfactory
Management and Reporting (communication is timely and appropriate)		1 - Poor

Comments:

Evaluator's/Requestor's Signature:

Date Signed: